

Comparisons of Job Characteristics

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 86

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	15.9	20.8	>> Current knowledge level is likely more than sufficient
Mathematics	9.2	12.0	7.8	<< Extensive education and/or training may be required
Economics and Accounting	4.4	11.5	3.2	<< Extensive education and/or training may be required
Customer and Personal Service	11.3	10.3	14.7	>> Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 93

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Mathematics	6.2	9.6	5.6	<< Extensive development of skills in this area may be required
Time Management	8.9	9.3	8.6	0 Current skill level may be sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities

Similarity of Focus Occupation to Associated Occupation: 95

Focus Occupation: Office Clerks, General (43-9061)**Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**

Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Oral Comprehension	12.5	12.8	12.2	0	Current ability level may be sufficient
Written Comprehension	11.0	12.5	10.4	<	Some improvement in abilities may be required
Written Expression	9.8	11.9	9.8	<	Some improvement in abilities may be required
Near Vision	11.1	11.8	10.0	<	Some improvement in abilities may be required
Oral Expression	12.4	11.5	11.6	0	Current ability level may be sufficient
Mathematical Reasoning	6.3	11.2	6.7	<<	Extensive improvement in abilities may be required
Number Facility	6.3	10.7	7.1	<<	Extensive improvement in abilities may be required
Information Ordering	9.9	10.1	8.5	<	Some improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common

Similarity of Focus Occupation to Associated Occupation: 92

Focus Occupation: Office Clerks, General (43-9061)**Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)**

Work Activities	Exclusivity of Activity
Compile data for financial reports	62
Compute financial data	53
Disburse checks to satisfy accounts payable	82
Enter time sheet information	82
Examine documents for completeness, accuracy, or conformance to standards	64
Fill out business or government forms	42
Fill out purchase requisitions	81
Maintain inventory of office forms	71
Maintain record of organization expenses	89
Maintain records, reports, or files	5
Maintain travel expense accounts	84
Operate business machines	68
Operate calculating devices	81
Prepare bank deposits	87
Prepare tax reports	80
Process account invoices	85
Process invoices	89
Process payroll documents, records, or checks	87
Receive or disburse cash related to payments received	80

Sort books, publications, or other items	85
Take messages	68
Use accounting or bookkeeping software	81
Use computers to enter, access or retrieve data	3
Use spreadsheet software	18
Use word processing or desktop publishing software	17

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common

Similarity of Focus
Occupation to Associated
Occupation: 64

Focus Occupation: Office Clerks, General (43-9061)

Associated Occupation: Bookkeeping, Accounting, and Auditing Clerks (43-3031)

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Development software	4
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.